

U.S. Department of Housing and Urban Development

Special Attention of

Notice

H 03-23

Regional Directors
Field Office Directors
Multifamily Hub Directors
Multifamily Program Center
Directors
Supervisory Project Managers
Owners, Management Agents
Contract Administrators

Issued: November 13, 2003

Expires: November 30, 2004

**Subject: Office of Management and Budget Mandated Reporting
Changes to Race and Ethnicity Categories**

This Notice provides instructions and a reporting form for the Office of Management and Budget's (OMB's) mandated changes to Race and Ethnicity categories for data collection requirements. Under this new guidance from OMB, the Department must offer individuals the option of selecting one or more racial categories.

Revisions to the standards for classification of federal data on race and ethnicity were announced in a Notice of October 30, 1997 (62 FR 58782-58790). On March 9, 2000, OMB issued OMB Bulletin No. 00-02 "*Guidance on Aggregation and Allocation of Data on Race for Use in Civil Rights Monitoring and Enforcement*," to all Departments. The revised standards require, among other things, that agencies offer individuals the opportunity to select one or more races when reporting information on race in general data collections. The principal objective of the revised standards is to enhance the accuracy of the demographic information collected by the Federal Government.

In response to the OMB directives, HUD program offices were advised to establish guidelines for implementing the new OMB data collection procedures. Owners and agents are required to offer the applicant/tenant the option to complete the form. The form is to be completed at application or at lease signing. In-place tenants must also be offered the opportunity to complete the form as part of the next interim or annual recertification. There is no penalty for persons who do not wish to complete the form. Owners/agents should not complete the form on behalf of the applicant/tenant. For the record, a note may be placed in the applicant/tenant's file indicating their desire not to complete the form. **Parents or guardians are to complete the form for children under the age of 18.**

The attached form HUD 27061-H, Race and Ethnicity Data Reporting Form (OMB Approval No. 2502-0204), is to be used to collect the race and ethnicity data. The completed form(s) for members of the household should be stapled together and placed in the household's file. Once system development funds are provided and the appropriate system upgrades have been implemented, owners/agents will be required to report the race and ethnicity data electronically to the Tenant Rental Assistance Certification System (TRACS).

If you have any questions regarding changes in race and ethnicity categories, please contact Ulyses Bridges at (202) 708-3000, extension 2639 (this is not a toll-free number). If you have questions related to the electronic submission of these changes, please contact Lanier Hylton at (202) 708-4135, extension 2510.

Attachment

John C. Weicher
Assistant Secretary for Housing -
Federal Housing Commissioner